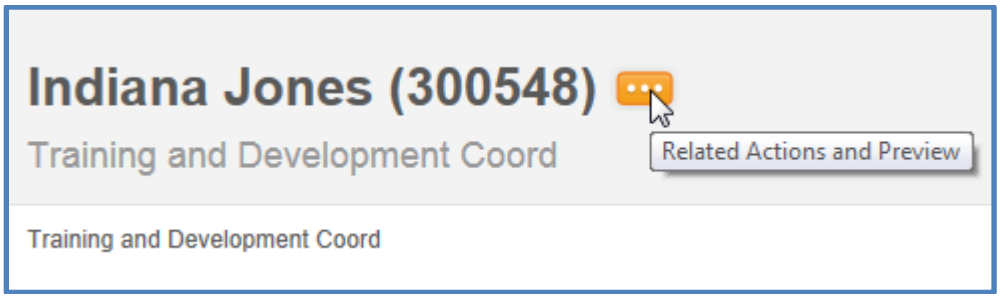
Fermilab FermiWorks

Change Job: Change a Worker's Hours

12.02.14

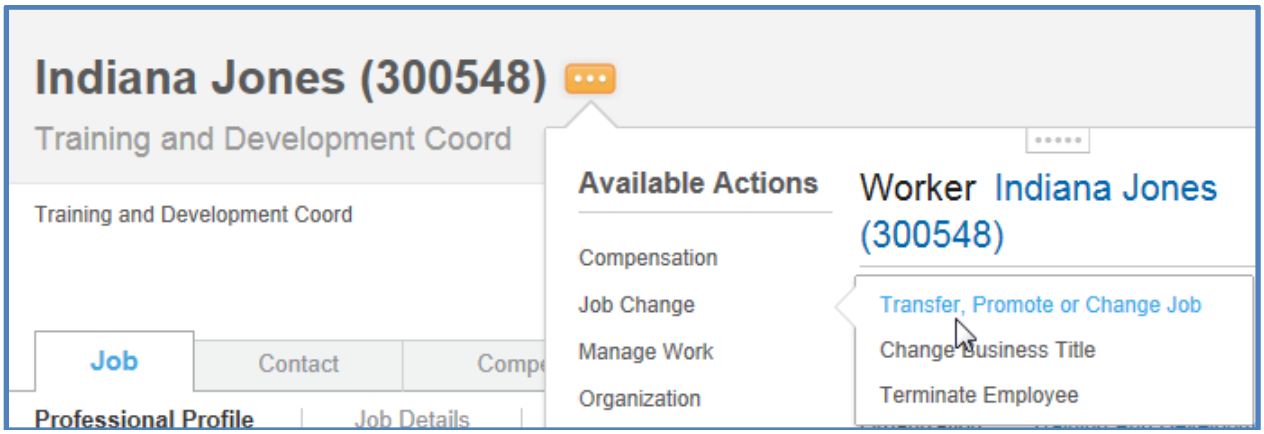
This process should be initiated by the Division Administrator.

1. Enter the worker's name in the Search box.



2. Click **Related Actions** to the right of the worker's name.

3. Click **Job Change > Transfer, Promote or Change Job**.



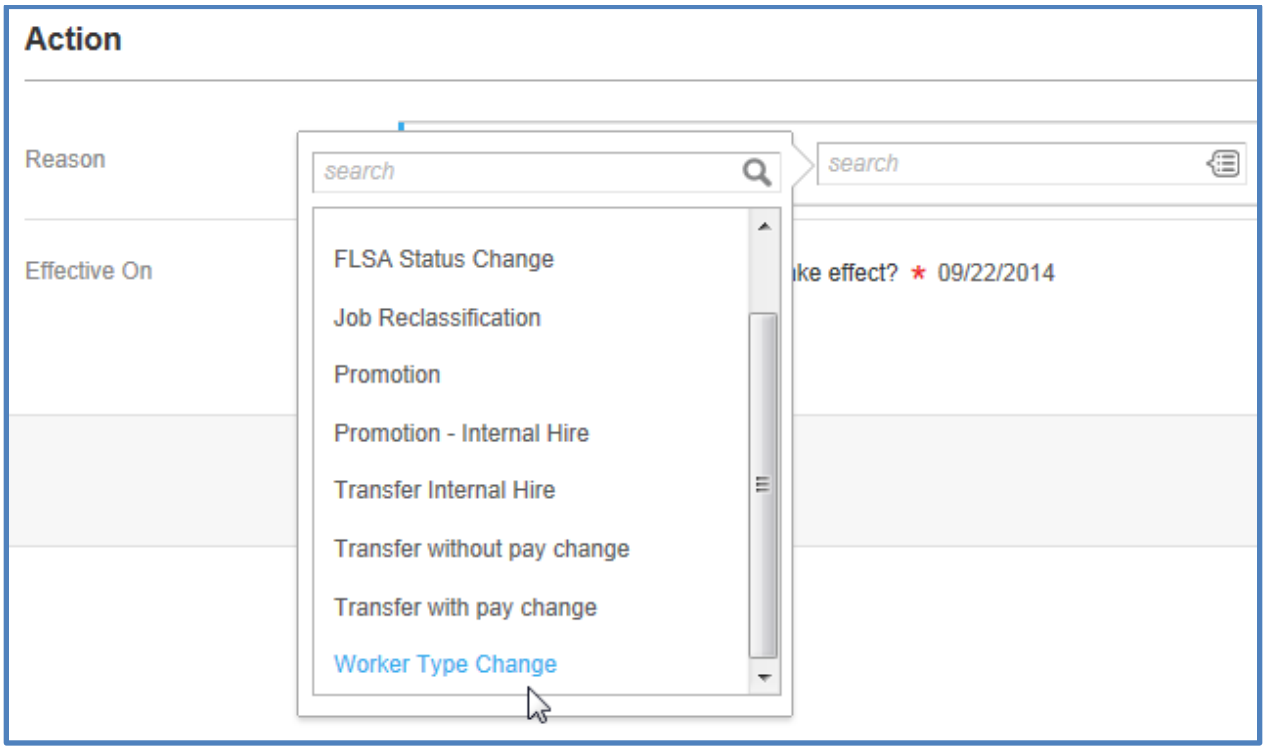
Start

As the worker will not be changing manager, team, or location, click **Next**.

Action

1. Click the red asterisk (*) to open the Reason field.

2. **Reason:** Click Prompt > Worker Type Change for the **Reason**.



3. Click the red asterisk (*) to open the date field.

4. **Effective On:** Enter the next pay period date for this change to take effect.

5. Click **Next**.

Job

1. Click to update any field(s) if applicable.

2. Click **Next**.

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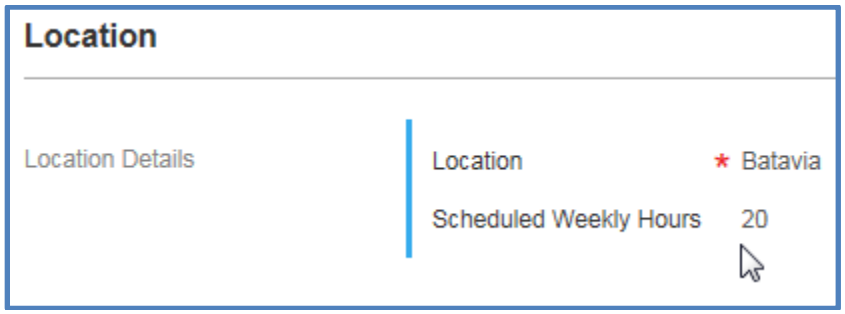
Location

1. Click the number of hours to open the field.

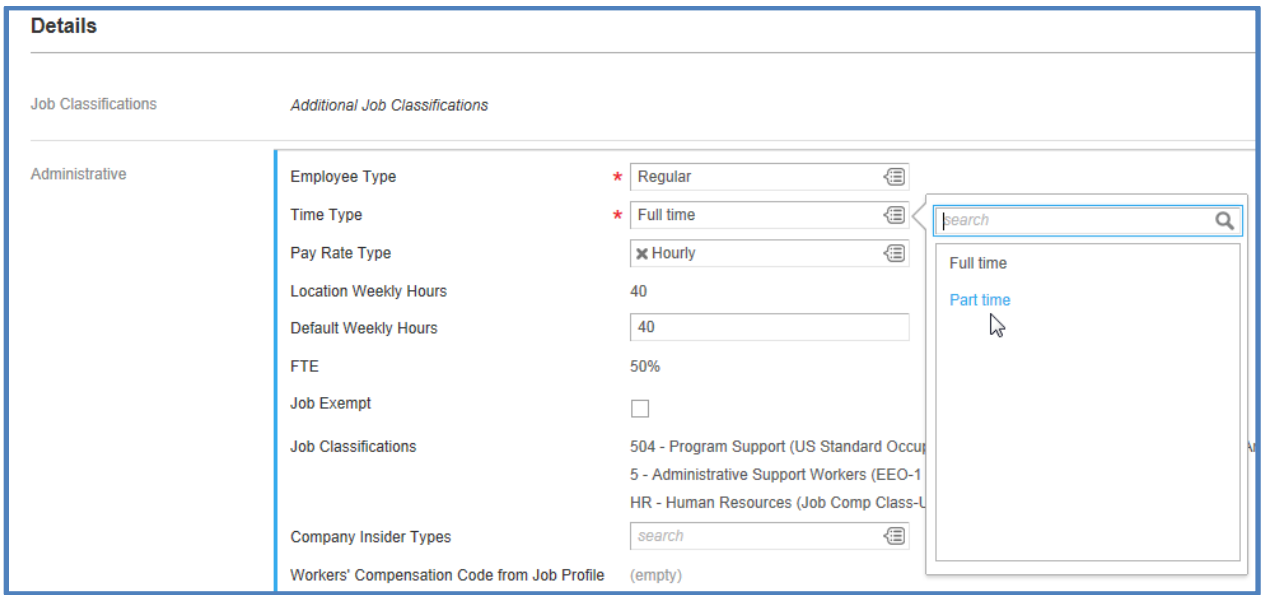


2. Update the **Scheduled Weekly Hours**.

3. Click **Next**.

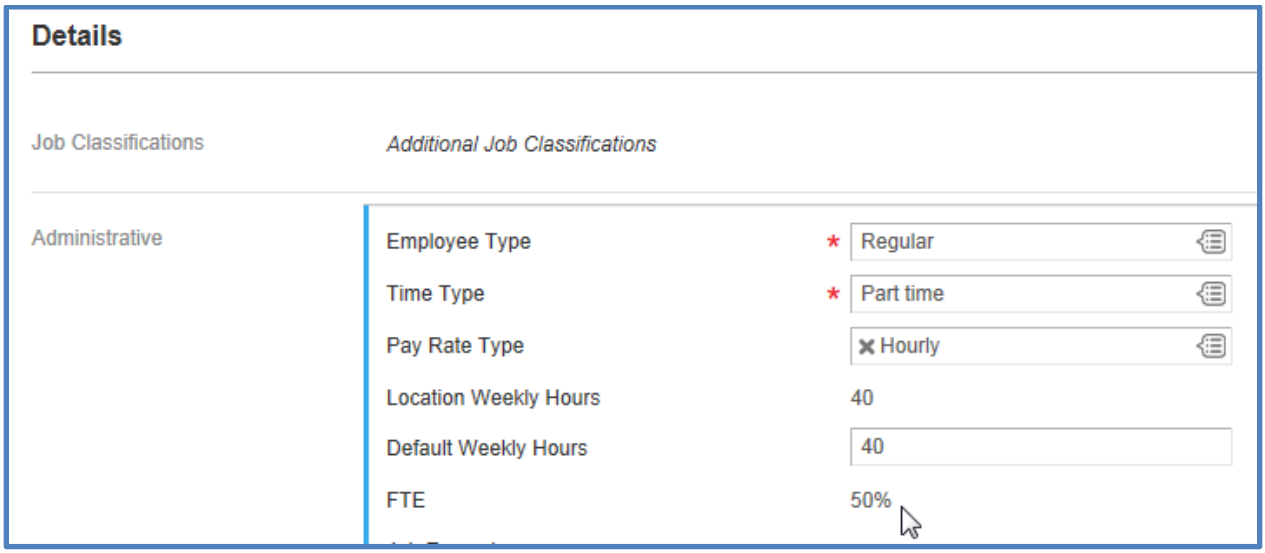
Details

NOTE: If the worker is changing from part-time to full-time, click the field to update the Time Type field. If your security level will not allow this field to be updated, add a comment before submitting this process.



Verify the FTE matches the number of hours entered.

NOTE: Do **NOT** change the Default Weekly Hours. The FTE% reflects the number of hours (hours/40), not the Default Weekly Hours.



NOTE: The FTE% reflects the number of hours (hours/40) for this position as a percent over 40.

Click **Next**.

Attachments

No attachments are required for this process, click **Next**.

Organizations

Verify the organization section is correct, click **Next**.

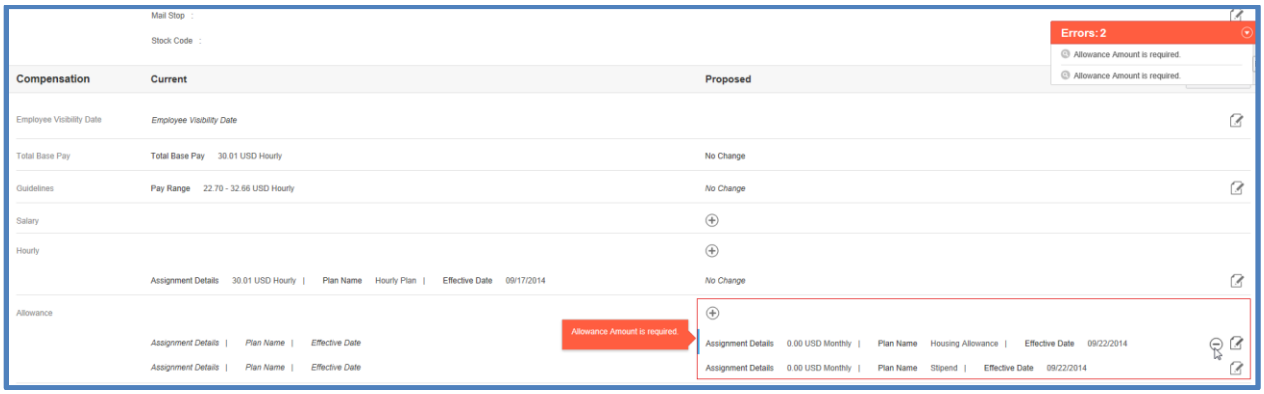
Compensation

1. Verify there is No Change in Compensation.
2. Click **Next**.

Summary

1. Review the information to ensure it is correct.

2. Click the minus sign on the right to close the housing section.



3. Click the minus sign to the right to close the stipend section.

NOTE: The minus sign may not display until you hover over each field.

4. Enter a **Comment** to inform the approver what has been updated.

NOTE: Enter a Comment to update the Time Type to Part Time if this field was not available.

5. Click **Submit**.